

**Minutes**  
**County Road Administration Board**  
**October 9-10, 2003**  
**CRAB Office - Olympia, Washington**

**Members Present:** Grant County Commissioner Tim Snead, Chair  
Asotin County Commissioner Don Scheibe, Vice-Chair  
Jim Whitbread, Stevens County Engineer  
Kitsap County Commissioner Patty Lent\*  
Garfield County Commissioner Dean Burton  
Tom Ballard, Pierce County Engineer  
Walla Walla County Commissioner Dave Carey  
Clark County Commissioner Judie Stanton  
Robert Breshears, Lincoln County Engineer

**Staff Present:** Jay Weber, Executive Director  
Walt Olsen, Deputy Director  
Steve Hillesland, Assistant Director  
Karen Pendleton, Executive Assistant  
Randy Hart, Grant Programs Manager  
Al King, Intergovernmental Policy Manager  
Dave Whitcher, PMS Manager  
Larry Pearson, Maintenance Manager  
Steve Dietrich, ATG\*

**Guests:** Gary Owen, Chelan County\*

**CALL TO ORDER**

Chair Snead called the County Road Administration Board quarterly meeting to order at 1:00 PM on Thursday, October 9, 2003, at the CRAB Office in Olympia.

\*1<sup>st</sup> day of attendance only

## CHAIR'S REPORT

### Approve October 9-10, 2003 Agenda

Commissioner Lent moved and Commissioner Scheibe seconded to approve the agenda with no changes. **Motion carried.**

### Approve Minutes of July 10-11, 2003 CRABoard Meeting

Commissioner Lent moved and Commissioner Scheibe seconded to approve the minutes of the July 10-11, 2003, CRABoard meeting. (Mr. Breshears, Commissioner Carey and Commissioner Stanton abstained from voting for the reason that they did not attend the July CRABoard meeting.) **Motion carried.**

## DIRECTOR'S REPORT

### Director's Activities/County Visits

Mr. Weber noted that he and Mr. Olsen had completed six official County Reviews since the July 2003 Board meeting. Specifically:

- Spokane County - July 14, 2003
- Whitman County - July 16, 2003
- Adams County - July 23, 2003
- San Juan County - August 13, 2003
- Skagit County - August 19, 2003
- King County - August 27, 2003

### 2004 Meeting Schedule

Mr. Weber reviewed the proposed 2004 CRABoard meeting schedule with the Board. After discussion Commissioner Carey moved and Commissioner Stanton seconded to approve the 2004 meeting schedule changing the July meeting to July 8-9, 2004. **Motion carried.**

## DEPUTY DIRECTOR'S REPORT

### County Engineers/Public Works Directors

Mr. Olsen announced the following changes in status of County Engineers/PWD since July 2003:

- Jay Armstrong, after a year and half of service, retired from Okanogan County in July 2003.

- Rob McGaughey was appointed Okanogan County Engineer/PWD on July 21, 2003.
- Jack Tobin has announced his retirement from Wahkiakum County effective December 31, 2003.
- Brian Ziegler was appointed Pierce County Public Works Director in September 2003.
- Bill Critz left Asotin County in September 2003.

### **State Auditor's Report**

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed specific mention of SAO audits of the counties and of any findings that might relate to the statutory responsibilities of CRAB. The minutes also need to reflect any recommendations from the CRABoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has received **55** audit reports representing 35 counties since the July 2003 board meeting. Specifically:

1. Walla Walla County: SAO #65207 & #65208, issued on August 15, 2003 covering the period of January 1, 2002 to December 31, 2002. These audit reports did not specify any findings involving County Road Funds.
2. Benton County: SAO #65175 & #65176, issued on August 1, 2003 covering the period of January 1, 2002 to December 31, 2002. These audit reports did not specify any new findings involving County Road Funds.
3. Skagit County: SAO #65171 & #65172, issued on August 1, 2003 covering the period of January 1, 2002 to December 31, 2002. Audit #65171 issued an update to a previous finding based on an inadequate system of internal controls to protect funds at the Guemes Island Ferry. The County has implemented procedures to correct the problem and SAO reports the issue is resolved. CRAB

staff confirmed the new procedures during the Official County Visit on August 19, 2003.

4. Franklin County: SAO #65311 & #65312, issued on August 29, 2003 covering the period of January 1, 2002 to December 31, 2002. These audit reports did not specify any findings involving County Road Funds.
5. San Juan County: SAO #65290 & #65291, issued on August 29, 2003 covering the period of January 1, 2002 to December 31, 2002. Audit #65290 issued 2 findings, which did not involved County Road Funds.
6. Okanogan County: SAO #65283 & #65284, issued on August 29, 2003 covering the period of January 1, 2002 to December 31, 2002. These audit reports did not specify any findings involving County Road Funds.
7. Columbia County: SAO #65235 & #65236, issued on August 22, 2003 covering the period of January 1, 2002 to December 31, 2002. Audit #65235 issued 1 finding, which did not involve County Road Funds. Audit #65236 issued 1 finding involving County Road Funds. An inadequate system of monitoring the administration of a federally funded program and a clerical error allowed reimbursement for unallowable expenditures. The County has implemented procedures to correct the problem. The County was contacted and confirmed the new procedures were in place.
8. Lincoln County: SAO #65244 & #65245, issued on August 22, 2003 covering the period of January 1, 2002 to December 31, 2002. These audit reports did not specify any findings involving County Road Funds.
9. Clark County: SAO #65264 & #65265, issued on August 22, 2003 covering the period of January 1, 2002 to December 31, 2002.

Audit #65265 issued 2 findings, which did not involved County Road Funds.

10. Clallam County: SAO #65332 & #65333, issued on September 5, 2003 covering the period of January 1, 2002 to December 31, 2002. These audit reports did not specify any findings involving County Road Funds.
11. Grant County: SAO #65178, issued on August 1, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.
12. Whatcom County: SAO #65370 & #65371, issued on September 5, 2003 covering the period of January 1, 2002 to December 31, 2002. Audit #65370 issued 1 finding, which did not involved County Road Funds.
13. Chelan County: SAO #65249, issued on August 22, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.
14. Pacific County: SAO #65183 & #65518, issued on August 19, 2003 & September 26, 2003, covering the period of January 1, 2002 to December 31, 2002. Audit #65518 issued 1 finding, which did not involved County Road Funds.
15. Kitsap County: SAO #65230, issued on August 22, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.
16. Whitman County: SAO #65277, issued on August 29, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and did not specify

any findings involving County Road Funds. SAO #65503, issued on September 19, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.

17. Mason County: SAO #65318, issued on August 29, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.
18. Ferry County: SAO #65280, issued on August 29, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only, updated a previous non-County Road finding and did not specify any new findings involving County Road Funds.
19. Douglas County: SAO #65289, issued on August 29, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds. SAO #65506, issued on September 19, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was an accountability audit only and did not specify any findings involving County Road Funds.
20. Skamania County: SAO #65365, issued on September 5, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.
21. Adams County: SAO #65310, issued on August 29, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.
22. Thurston County: SAO #65387, issued on September 5, 2003 and SAO #65596, issued on October 3, 2003, covering the period of

January 1, 2002 to December 31, 2002. These audit reports did not specify any findings involving County Road Funds.

23. Cowlitz County: SAO #65378, issued on September 5, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.
24. Asotin County: SAO #65416 & #65417, issued on September 12, 2003 covering the period of January 1, 2002 to December 31, 2002. These audit reports did not specify any findings involving County Road Funds.
25. Kittitas County: SAO #65440 & #65441, issued on September 12, 2003 covering the period of January 1, 2002 to December 31, 2002. Audit #65441 issued an update to a previous finding and repeated 1 finding, which did not involved County Road Funds. The State Auditor's Office also noted that an audit of the State Grant for RAP Project-Reecer Creek was performed.
26. Klickitat County: SAO #65434 & #65435, issued on September 12, 2003 covering the period of January 1, 2002 to December 31, 2002. These audit reports did not specify any findings involving County Road Funds.
27. Stevens County: SAO #65453 & #65454, issued on September 12, 2003 covering the period of January 1, 2002 to December 31, 2002. Audit #65453 issued an update to 2 previous findings and repeated 2 findings, none of which involved County Road Funds.
28. Pend Oreille County: SAO #65452, issued on September 12, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.

29. Jefferson County: SAO #65464, issued on September 19, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.
30. Spokane County: SAO #65455, issued on September 19, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.
31. Island County: SAO #65561, issued on September 26, 2003 covering the period of January 1, 2002 to December 31, 2002. Audit #65561 issued a new finding based on an inaccurate report of federal funds during the audit period. The County has implemented procedures to correct the problem and SAO reports the issue will be reviewed in subsequent audits.
32. Snohomish County: SAO #65571, issued on September 26, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and issued 2 non-County Road findings.
33. Grays Harbor County: SAO #65576 & 65577, issued on September 29, 2003 covering the period of January 1, 2002 to December 31, 2002. These audit reports did not specify any findings involving County Road Funds.
34. Lewis County: SAO #65579, issued on September 29, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and issued a non-County Road finding.
35. Pierce County: SAO #65532, issued on September 30, 2003 covering the period of January 1, 2002 to December 31, 2002. This report was a financial audit only and did not specify any findings involving County Road Funds.



### **Activities**

Mr. Olsen reviewed a list of his activities since the July CRABoard meeting.

### **Engineers Training**

Mr. Olsen announced that CRAB staff will be holding a new County Engineers and Public Works Director's training in Olympia at the CRAB office November 19-20, 2003. This training was developed for County Engineers, Public Works Directors, and key management staff to ensure that they recognize and adhere to the statutory and professional requirements and responsibilities of their positions.

Commissioner Carey requested that CRAB staff look into training for "front line" personnel regarding environmental issues, regulations, and requirements, etc. that counties are required to follow.

## **2:00 PM - PUBLIC HEARING**

Chair Snead opened the public hearing at 2:00 p.m.

### **WAC 136-150-022 and WAC 136-150-023**

Chair Snead called for staff presentation regarding WAC 136-150-022 and 136-150-023.

Mr. Olsen announced that the proposed WAC change would amend the due dates of required forms for fish passage barrier removal and the expenditures for traffic law enforcement from March 15 to April 1 each year to allow counties more time to meet the due date deadlines to CRAB.

Chair Snead opened the floor for public testimony. Hearing none, Commissioner Burton moved and Commissioner Scheibe seconded to close the public hearing. **Motion carried.**

After discussion, Mr. Breshears moved and Commissioner Lent seconded to adopt changes to WAC 136-150-022 and 136-150-023.  
**Motion carried.**

## **BUDGET**

### **2001-03 Biennial Close-outs**

Mr. Weber announced that Denise Tabler resigned her position with SACS to accept a position with another division at the Office of Financial Management. We have been assigned a new accountant, and look forward to meeting her in the next couple of weeks. She will be attending our January meeting.

He reviewed a one-page status report showing CRAB's 2001-03 Biennial Close-outs.

### **2003/2005 Current Budget Status**

Mr. Weber reviewed a one-page status report detailing CRAB's current budget status.

## **RAP BUSINESS**

### **Program Status Report**

Mr. Hart reviewed a one-page Rural Arterial Program status report.

### **Regional Meeting Update**

Mr. Hart reviewed current status of the Regional RAP meetings.

### **Resolution 2003-011(a) - Apportion Last Month of 2001/2003 Biennium**

Mr. Hart noted that Resolution 2003-011(a) authorizes the amount of \$1,666,984 credited to the RATA for the month of June, 2003, be apportioned to the regions by the established 2001/2003 biennium regional percentages after setting aside \$50,010 (3%) for administration. After discussion, Commissioner Scheibe moved and Commissioner Lent seconded to adopt Resolution 2003-011(a). **Motion carried.**

**Resolution 2003-011(b) – Establish Regional Apportionment Percentages**

Mr. Hart noted that Resolution 2003-011(b) authorizes the accrued amount of \$3,465,989 now credited to RATA be apportioned to the regions by the established 2003-005 biennium regional percentages after setting aside \$103,980 (3%) for administration. After discussion Commissioner Scheibe moved and Mr. Breshears seconded to adopt Resolution 2003-011(b). **Motion carried.**

**Skamania County Project Request**

Mr. Hart reviewed WAC 136-167-040 "The CRABoard may at any time place a moratorium on lapsing of projects that are delayed due to CRAB initiated rescheduling and establish a new lapsing date to fit the CRABoard's programming needs".

Skamania County was granted their one lapsing extension allowed per WAC 136-167-040. This additional request to reschedule the project has been offered by the Federal Highway Administration Western Forest Lands Department (WFLHD) Highways Division due to the programming limits of their funding.

The WFLHD states in a letter dated September 11, 2003 to CRAB that construction cannot start by December 1, 2004 but rather that the federal funds will be programmed for construction with an anticipated advertisement date of June 1, 2005. Since the county is not eligible for further extensions; WFLHD has requested the lapsing date be changed to August 1, 2005.

CRAB staff has been in contact with WFLHD for the last two years tracking the programming of their funds and the schedule for Wind River Road. The federal fund authorization for the project occurs in fiscal year 2005, with a construction start planned for soon after June 1, 2005 when FHWA will sign the Plans, Specification and Estimate package. These additional funds will ensure a complete improvement of the numerous alignment and structural programs throughout that section of road.

Staff therefore recommends that the CRABoard place a moratorium on the December 1, 2004 lapsing of Wind River Road and set a new lapsing date of August 1, 2005. After Board discussion, Commissioner Stanton moved and Commissioner Lent seconded to approve WFLHD's request to change the lapsing date of Skamania County's Wind River Road project to August 1, 2005.

#### **Chelan County Project Request**

Mr. Hart invited Gary Owen, Chelan County to add to his presentation as he thought pertinent.

Mr. Hart announced that Chelan County, per letter dated September 18, 2003, has requested a scope reduction for the Manson Blvd. project, reducing the milepost limits from 0.00 - 3.50 to 0.00 - 3.19, a 9% reduction.

The county wishes to retain the current RATA funding, since the total cost of the shortened project improvements is now estimated at \$3,500,000.

Manson Blvd. was the lowest ranked NE Region 3R project funded in the 1999 - 2001 biennium at 89.59. With the shortening of the project length the accident rating boosts the score to 91.03. The revised proposal rates higher than the original prospectus since the accidents are now reflected for a shorter length. Since Chelan County is still committed to the structural improvements in keeping with the project's 3R classification, CRAB staff recommends approval of the scope change with no change in RATA funding.

Mr. Owen gave a brief background of the project.

After lengthy discussions the Board requested staff to prepare a historical list of county scope changes from previous CRABoard

meetings. Mr. Whitbread moved and Commissioner Lent seconded to approve Chelan County's request for a reduction in scope to their Manson Blvd., RAP Project 0400-02. **Motion carried.**

#### **Whitman County Project Request**

Mr. Hart discussed Whitman County's request that the CRABoard waive the reimbursement of expended RATA funds used for design and partial construction of the Green Hollow Road project.

CRAB staff has reviewed the project site. The Whitman County Board of Commissioners has requested this waiver in writing per its letter dated September 22, 2003, thereby responding to the issues specified in WAC 136-176-030, "Termination of Approved Project after RATA Reimbursement". The county has pursued project design and construction in good faith and has accomplished important intersection improvements. These improvements reduce the scope of the original project if it is applied for RATA funding at a later time. Staff therefore recommends that CRABoard waive the reimbursement of \$23,983.19 spent by Whitman County on the Green Hollow Road project intersection work.

Mr. Ballard expressed his concerns with not having a history of timing of past requests for waiver of RAP projects and what criteria was used in making those decisions. He suggested that staff research the timing of past requests for waiver of RAP projects.

After lengthy discussions, Commissioner Scheibe moved and Commissioner Lent seconded to approve Whitman County's request for waiver of payback of expended RATA funds in the amount of \$23,983.19 for their Green Hollow Road RAP Project. **Motion carried.**

#### **Request for Public Hearing**

Mr. Hart reviewed WAC 136-130-040; 136-130-060; and 136-130-070 proposed for public hearing at the January 2004 CRABoard meeting.

After discussion, Commissioner Scheibe moved and Commissioner Lent seconded to set a public hearing for 2:00 PM on January 15, 2004 at the CRABoard meeting to review the aforementioned WAC's for consideration of adoption of proposed changes. **Motion carried.**

## **UPDATES**

### **Urban Area Boundaries**

Mr. Witcher updated the Board on progress of the Urban Area Boundaries.

### **Formalization of Existing Easements - DNR Contract**

The Board discussed the formalization of existing easements as described in the Department of National Resources Contracts.

### **CRAB's Security Audit**

Mr. Weber briefed the Board on CRAB's requirements on performing a Security Audit. He noted that we are trading services with the Transportation Improvement Board in conducting our security audits.

### **Road Design Conference Update**

Mr. Hillesland noted that the 14<sup>th</sup> annual Road Design Conference sponsored by CRAB was attended by nearly 100 users from Washington counties in late September. It was again a great opportunity to absorb technical presentations from various experts and to exchange solutions with county peers... and all for the lowest possible conference price of just \$150 for three full days.

### **Eagle Point Contract**

Mr. Hillesland announced that the Eagle Point civil design software contract is currently being renewed. Right now there are 28 counties with almost 200 design staff actively using Eagle Point's software and two other counties considering the switch to Eagle Point. Staff continues to be committed to continuing our good relationship and incredible pricing arrangement with the Iowa Company. All indications are that Eagle Point is anxious to continue this relationship also... in

fact, have recently used the Washington relationship as a model for how they'd like to do business elsewhere.

### **Mobility Status**

Mr. Hilleland announced that the pilot evaluation of Mobility went very well. Pierce, Thurston, and Lewis Counties' staff graciously contributed their time and had many good comments and suggestions. Overall the new design has been very positively received. The next step will be a beta deployment in five or six counties just after Thanksgiving which we expect to be a permanent replacement of CRIS in those counties involved in the test.

Deployment includes three alternatives:

1. A full SQL Server solution managed by county personnel with the Mobility application installed on individual desktop machines.
2. A similar MSDE solution (what I've been calling SQL-lite) with the same desktop installations.
3. The online Mobility where the SQL Server is managed at CRAB ... data is passed over the Internet to users in the county ... and Mobility doesn't have to be installed on any desktop systems.

Obviously, the online solution would be the easiest for CRAB to manage but will not suit the desires of most medium to larger counties.

### **Maintenance Management**

Mr. Pearson gave a brief update on the Maintenance Management initiative.

## **MOBILITY DEMONSTRATION**

Mr. Hillesland gave a brief demonstration of the new Mobility program.

**Chair Snead recessed at 5:15 PM on October 9, 2003. The CRABoard meeting will resume October 10, 2003 at 9:00 A.M.**

County Road Administration Board  
October 10, 2003  
Friday

**CALL TO ORDER**

The second day of the fall CRABoard meeting was called to order by Chair Snead at 8:00 AM on October 10, 2003.

**EXECUTIVE SESSION**

Chair Snead called to order the Executive Session at 8:00 AM on October 10, 2003 to discuss communication from the Attorney General and personnel issue.

Commissioner Scheibe moved and Mr. Whitbread seconded to leave the executive session and resume the regular meeting at 9:00 AM. Chair Snead noted that no decision had been made in the Executive Session.

Mr. Weber thanked all staff members individually for their continued efforts and commitment to the County Road Administration Board's mission.

Mr. Whitbread moved and Commissioner Scheibe seconded to adjourn at 9:15 AM. **Motion carried.**

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Chairman

ATTEST: \_\_\_\_\_